



TO: WIB Chairs  
WIB Directors  
WIA Fiscal Agents

FROM: Patrick J. Vercauteren  
Deputy Commissioner

DATE: October 3, 2003

SUBJ: DWD Commissioner's Directive #2003-06  
Reporting by WIA Cost Category

RE: Workforce Investment Act

Joseph E. Kernan, Governor  
Alan D. Degner, Commissioner

10 N. Senate Avenue  
Indianapolis, IN 46204-2277  
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Purpose:

To release instructions for reporting PY'03 Workforce Investment Act (WIA) accrued costs by tier of service.

Rescissions:

None.

Content:

Attached is a reporting form and instructions for submitting accrued costs by tier of service in WIA. DWD has been collecting this information for the past two years and intends to continue to use this information to perform its oversight responsibilities and for federal reporting.

Effective Date:

Immediately.

Ending Date:

July 30, 2004.

Action:

Utilizing the guidelines (attached), submit a WIA Tiered Accrued Cost Report by the published due dates to:

Evaluation Division  
Indiana Department of Workforce Development  
10 N. Senate Avenue  
Indianapolis, IN 46204

You may also fax (317-233-2176) or email ([pmadaras@dwd.state.in.us](mailto:pmadaras@dwd.state.in.us)) your reports. Only two reports are being requested for this program year.

Time and costs associated with collecting and reporting this data are considered a program cost. Questions about this communication may be addressed to Patrik Madaras, Director of Evaluation, by phone at 317/232-8537 or by email at [pmadaras@dwd.state.in.us](mailto:pmadaras@dwd.state.in.us).

# WIA Tiered Accrued Cost Report

WIB: \_\_\_\_\_

Date of report: \_\_\_\_\_

Report for period covering (choose one):

- ☐ 07/01/03 through 12/31/03 (due January 15, 2004)  
☐ 07/01/03 through 06/30/04 (due July 26, 2004)

Please send your report to:

Evaluation Division  
 Indiana Department of Workforce Development  
 10 N. Senate Avenue  
 Indianapolis, IN 46204

	IA Adults	ID Dislocated Workers	IY Youth	Total
Core: Self-service/informational only				
Core: Staff assisted (registration required)				
Intensive				
Training				
Total programmatic cost*				
Total administrative cost*				
Grand total*				

\*Programmatic costs for each category and total administrative costs must match the reported figures from the corresponding monthly accrued expenditure report (AER). Reported costs are to be rounded to the nearest dollar.



# Tier of Service Definitions

## Core: Self-service/informational only

The Act specifically excludes from WIA registration those individuals who participate in self-service activities only (such as browsing the Internet). Services that are designed to inform and educate individuals about the labor market and their employment strengths, weaknesses, and the range of services appropriate to their situations should be considered informational in nature and therefore do not require registration. (DWD Commissioner's Directive #2002-57, pp. 3-4)

Any program costs not reflected below will be included here as "Core: Self-service/informational only."

## Core: Staff assisted (registration required)

When there is significant staff involvement in terms of resources or time, individuals receiving the staff-intensive core services are required to be registered for the adult or dislocated worker programs. Staff-assisted services that are designed to impart job seeking and/or occupational skills require registration.

For example, individuals receiving the following categories of core services must be registered.

- Staff assisted job search and placement assistance, including career counseling.
- Staff assisted job referrals (such as testing and background checks).
- Staff assisted job development (working with employer and job seeker).
- Staff assisted workshops and job clubs.

An individual must receive a WIA-funded significant staff assisted core, intensive or training service to trigger registration. (DWD Commissioner's Directive #2002-57, pp. 3-4)

## Intensive

Intensive services may include:

- comprehensive and specialized assessments of skill levels and service needs including:
  - diagnostic testing and use of other assessment tools; and
  - in-depth interviewing and evaluation to identify employment barriers and appropriate employment goals;

- development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals;
- group counseling;
- individual counseling and career planning;
- case management for participants seeking training services;
- short-term prevocational services, including development of learning skills, communication skills, and professional conduct, to prepare individuals for unsubsidized employment or training;
- out-of-area job search expenses;
- relocation expenses;
- internships;
- work experience;
- standalone ABE/GED; and
- other allowable intensive services. (PL105-220, S. 134(d)(3)(C))

### Training

Training services may include:

- occupational skills training, including training for nontraditional employment;
- on-the-job training;
- programs that combine workplace training with related instruction, which may include cooperative education programs;
- training programs operated by the private sector;
- skill upgrading and retraining;
- entrepreneurial training;
- job readiness training;
- adult education and literacy activities provided in combination with services described above; and
- customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training. (PL105-220, S. 134(d)(4)(D))